2012

Dispatcher & Ordering Manager

JOB AID

For ordering from a National Interagency Support Cache (NISC)

General Ordering Information

1. All National Fire Equipment System (NFES) items are ordered as supplies.

2. National Incident Radio Support Cache (NIRSC) radio systems and kits, 500 Person Medical Kits (NFES 001835), Incident Remote Automatic Weather Stations (IRAWS-NFES 005869), Project Remote Automatic Weather Stations (PRAWS-NFES 005870), and Smoke Particulate Monitoring Kits (NFES 005840) must be ordered through the geographic area coordination centers. All other NFES items can be ordered direct from the servicing NISC.

3. Notify the servicing NISC whenever an order is placed and identify whether it was placed in ROSS or faxed to ensure receipt and timely processing.

4. Resource orders with multiple request numbers (on the same page) requiring different shipping methods or destinations must be entered on separate pages. Each resource order page sent to the NISC should only show the request numbers to be shipped together to one destination. Line through (black out) request numbers not being shipped in the same manner or to the same destination.

5. Orders for NFES items not available or stocked at the servicing NISC will be forwarded by that NISC to the nearest NISC able to fill. However, before doing so the incident must confirm that it requires the item(s) and the quantity specified. A NISC may recommend a suitable substitute or local purchase.

6. Follow local established ordering procedures in placing requests for non-NFES items with either the Buying Team or local procurement unit.

RESOURCE ORDER	Initial Date/Time	2. Incident/Project Name	3. Incident/Project Order Number	Financial Code
SUPPLY		(Required Information)	XX-XXX(X)-XXXXXX XX = 2-letter State identifier XXX(X) = 3 or 4 character unit identifier XXXXXX = Office reference number **(List all 6 digits)**	Suppression: FireCode or BLM FBMS code (LLXXXXX000.LF2000000.HU0000.LFSP[FireCode]0000) Non-suppression: All orders to BLM caches require the appropriate BLM FBMS code. This code must include the Cost Center, Functional Area and Work Breakdown Structure (WBS) if applicable. (see examples below) Preparedness: Cost Center = LLXXXXX000 Functional Area = LF1000000.HT0000 WBS (if applicable) = LFSS001R0000 Fire Reimbursable: LLFA340000.LF6900000.HT0000.LRRFR1101100 All Risk Reimbursable: LLFA340000.LF6910000.NY0000.LRRFR1170100 Hazardous Fuels: LLXXXXX000.LF3100000.XX0000.LFHFRD110000
			4. Office Reference Number	**9. Jurisdiction/Agency** Responsible agency must correspond with three or four character unit identifier listed in Block 3, Incident Order Number.
5. Descriptive Location Contains the **Billing Address** (Street address, NOT a P.O. Box), regardless of transportation mode, including 'Will P/U' orders. If writing the Billing address in Block 5 is not an option, ensure that it is documented in Special Needs.		6.	**8. Incident Base/Phone Number** (List at least one contact phone number and name)	**10. Ordering Office** (Required Information)

11. Aircraft Information

12. Request Number				Quantity	Resource Requested	Needed Date/Time	Deliver To
S-# **Mandatory** for tracking and reporting shipping status. Ensure there are no duplicate request numbers on the same order. Quantities greater than 1 of the same item are ordered with one S#. This applies to all NFES supply items, with the exception of those considered to be national resources. Incident to dispatch use S-1 to S-99,999. Incident to servicing NISC use S-100,000 to S-199,999.				**Must be by Unit of Issue** (U/I) as listed in NFES Catalog. Take Into consideration Standard Packs when calculating the quantity ordered, as items ordered In standard packs can improve fill time.	**NFES # mandatory**, followed by description of item.	(Realistic timeframes)	If the Ship To (delivery) address is different than the Block 5 billing address, then it needs to be noted here or in Special Needs. If they are the same, then writing Block5 as the delivery point will suffice. If there is not a physical address associated with the delivery point (i.e., The Fire, ICP, Helibase, etc.), then driving directions and/or a map is required. If the delivery point changes, a map and/or driving directions may be required. Requests sent air freight require instructions to either 'Hold & Call' what phone # (i.e., Block 8) or deliver to a specified location. If delivery is to other than a physical address, a map and/or driving directions may be required. Indicate mode of shipping for all requests. If not specified, the NISC will provide best shipping option based on needed date & time. Please define or clarify with follow-up phone call uncommon airport identifiers where the NISC is arranging transportation.

13. User Documentation